



Approving a Standard Form (SF) 182 Supervisors

This instructional video explains how a Supervisor can approve an SF 182 submitted by an Army Civilian employee.

Step	Screenshot																																				
<div>1.</div> <div>Welcome to this video tutorial on approving an SF 182. This instructional video explains the process to approve a Standard Form 182 (SF 182) that has been submitted by an Army Civilian employee.</div> <div>If at any time you need to stop the video please select the pause button.</div> <div>Note: Screen images may vary slightly from the current GoArmyEd view.</div>																																					
<div>2.</div> <div>The approval workflow for the SF 182 is dependent on the funding type associated with the request.</div> <div>Please take a moment to review the approval workflows for an SF 182 after it has been submitted by an Army Civilian <u>or Department of the Army (DA) Intern</u>.</div> <div>Note: <u>SF 182s submitted by DA Interns will never route to a Second Line Supervisor. DA Intern SF 182s approved by Immediate Supervisors will route directly to the Career Program Manager.</u></div> <div>If there are zero costs associated with the SF 182, the Career Program Manager (CPM) will be the final approver for ACTEDS-funded</div>	<table><tr><th></th><th>Command-Funded</th><th>ACTEDS-Funded (Army Civilians)</th><th>ACTEDS-Funded (DA Interns)</th></tr><tr><td>Immediate Supervisor</td><td>Required</td><td>Required</td><td>Required</td></tr><tr><td>Second Line Supervisor</td><td>Optional</td><td>Optional</td><td>N/A</td></tr><tr><td>Training Manager (TM)</td><td>Required</td><td>N/A</td><td>N/A</td></tr><tr><td>Career Program Manager (CPM)</td><td>N/A</td><td>Required</td><td>Required</td></tr><tr><td>TM with Authorizing Official Attribute (TMAO)</td><td>Required</td><td>N/A</td><td>N/A</td></tr><tr><td>CPM with Authorizing Official Attribute (CPMAO)</td><td>N/A</td><td>Required*</td><td>N/A</td></tr><tr><td>Office of the Assistant G-1 for Civilian Personnel (AG1-CP)</td><td>N/A</td><td>N/A</td><td>Required</td></tr><tr><td>HQDA G-3/5/7</td><td>N/A</td><td>N/A*</td><td>N/A</td></tr></table> <p>*If the funding Career Program does not have a CPMAO, the SF 182 will route to HQDA G-3/5/7 for final approval.</p> <p>Note: If there are zero costs associated with the SF 182, the Career Program Manager will be the final approver for ACTEDS-Funded training, and the Training Manager will be the final approver for Command-Funded training.</p>		Command-Funded	ACTEDS-Funded (Army Civilians)	ACTEDS-Funded (DA Interns)	Immediate Supervisor	Required	Required	Required	Second Line Supervisor	Optional	Optional	N/A	Training Manager (TM)	Required	N/A	N/A	Career Program Manager (CPM)	N/A	Required	Required	TM with Authorizing Official Attribute (TMAO)	Required	N/A	N/A	CPM with Authorizing Official Attribute (CPMAO)	N/A	Required*	N/A	Office of the Assistant G-1 for Civilian Personnel (AG1-CP)	N/A	N/A	Required	HQDA G-3/5/7	N/A	N/A*	N/A
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HQDA G-3/5/7	N/A	N/A*	N/A																																		





training, and the Training Manager will be the final approver for Command-funded training.

3. Immediate and Second Line Supervisors will follow the same approval process. On your GoArmyEd Homepage, in the Pending Actions dashboard, a message displays alerting Supervisors of any SF 182 requests pending their approval.

Select the **“View...”** link next to this message to review all requests awaiting Supervisor approval.

Pending Actions

There are 3 SF 182s requiring Supervisor approval. [View...](#)

There is 1 Survey requiring Supervisor attention. [View](#)

4. Supervisors can also access submitted or approved SF 182s from a Civilian's Student Record.

Select the **“View”** button for the desired SF 182 from the Training Application section on the Student Record.

Note: For Training Applications that do not yet have an SF 182 initiated, "None Submitted" will appear in the **SF 182** column.

Army Civilian Training Application								
Army Civilian Training Application Help ¹								
View/Edit	Approvals	Cancel	Status	Start Date	Program	Funding	SF 182 ¹	Program Completion ¹
View/Print			Approved	8/31/2016	DA Intern	Career Program or Intern	None Submitted	Complete
View/Print			Approved	7/19/2016	Longterm Training (over 120 days)	Career Program or Intern	None Submitted	
View/Print			Approved	7/19/2016	Longterm Training (over 120 days)	Career Program or Intern	View	
Archived Training Applications ¹								

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View/Print			Approved	7/19/2016	Longterm Training (over 120 days)	Career Program or Intern	View	
Archived Training Applications ¹								





5. The **SF 182 Management** page displays.
- This page allows you to use filters to search for SF 182s pending approval as well as all historical SF 182 transactions in any status.

The filters are preset to display only SF 182s requiring Supervisor approval action.

SF 182 Management

Select at least one (1) search criteria. Select the "Search" button to view your search results.

If your search does not return any results, select fewer search criteria.

[SF 182 Management Search Criteria Descriptions](#)

Search Criteria	
GoArmyEd ID:	<input type="text"/>
School/Vendor:	<input type="text"/>
Course ID:	<input type="text"/>
Career Program:	<input type="text"/>
Education Program:	<input type="text"/>
UIC:	<input type="text"/>
Fund Type:	<input type="text"/>
Start Date (On or after):	<input type="text"/>
End Date (On or before):	<input type="text"/>
SF 182 Status:	<input type="text"/>
Supervisor 1 Status:	<input type="text"/>
Supervisor 2 Status:	<input type="text"/>
Manager Status:	<input type="text"/>
Sort By:	<input type="text"/>
Auto Approved Training Application:	<input type="text"/>
Course Override:	<input type="checkbox"/>
Group SF 182:	<input type="checkbox"/>
Operation or Cancellation Request Override:	<input type="checkbox"/>
Operation or Cancellation CPM Status:	<input type="text"/>
Training Attendance Validation:	<input type="text"/>
Location:	<input type="text"/>
Grade:	<input type="text"/>
SDN:	<input type="text"/>
Step:	<input type="text"/>
Series:	<input type="text"/>
Pay Plan:	<input type="text"/>
*Population:	<input type="text"/>
<input type="button" value="Search"/> <input type="button" value="Clear All"/>	

6. Select the "Search" button.

Training Attendance Validation:	<input type="text"/>
Location:	<input type="text"/>
Grade:	<input type="text"/>
SDN:	<input type="text"/>
Step:	<input type="text"/>
Series:	<input type="text"/>
Pay Plan:	<input type="text"/>
*Population:	<input type="text"/>
<input type="button" value="Search"/> <input type="button" value="Clear All"/>	

7. The Search Results screen displays your requested search criteria.
- Select any topic in the heading to sort results.

Intern	SF 182 Details	Name	Last 4 SSN/EIN	Current SF 182 Status	Supervisor 2 Required	School/Vendor
<input type="checkbox"/>	Details	Davidson, Michael	2541	Pending	N	Central Texas College
<input checked="" type="checkbox"/>	Details	Rohrbaugh, Stephanie	8136	Pending	N	CP10 DA

8. Scroll down to view pending SF 182s awaiting your approval.

It is possible for a Supervisor to be a Second Line Supervisor to some employees, and an Immediate Supervisor to others.

As a Supervisor, you will see all SF 182s requiring your approval in one queue.

Intern	SF 182 Details	Name	Last 4 SSN/EIN	Current SF 182 Status	Supervisor 2 Required	School/Vendor
<input type="checkbox"/>	Details	Davidson, Michael	2541	Pending	N	Central Texas College
<input checked="" type="checkbox"/>	Details	Rohrbaugh, Stephanie	8136	Pending	N	CP10 DA





Note: SF 182s will be automatically disapproved once the start date of the class has passed.

9. The **Y** in the **Supervisor 2 Required** column indicates you are the Second Line Supervisor reviewer for that SF 182.

Select the **“Details”** button under the **SF 182 Details** column next to the SF 182 you want to review and approve or disapprove.

Intern	SF 182 Details	Name	Last 4 SSN/EIN	Current SF 182 Status	Supervisor 2 Required	School/Vendor
<input type="checkbox"/>	Details	Obon Khim	1077	Pending	Y	Gulfcoast Ultrasound Institute

Intern	SF 182 Details	Name	Last 4 SSN/EIN	Current SF 182 Status	Supervisor 2 Required	School/Vendor
<input type="checkbox"/>	Details	Obon Khim	1077	Pending	N	Gulfcoast Ultrasound Institute

10. The SF 182 displays.

Standard Form 182 – Training Request Form [Privacy](#) [Instructions](#)

Line of Accounting (LOA) for Training Request: 021 202010D16 334751TCIV 252C A22A1 TNGDAV25410001 40641 021001
Standard Document Number: TNGDAV25410001 Request Status: Initial

To approve or disapprove an SF 182 request, navigate to the bottom of the page, change the "Status" field from pending to approved or disapproved, and select the "Submit" button. After all required approvals are submitted, the "Print SF 182" button will become active and enable you to print the SF 182 or save an electronic copy. To save a copy, select the "Save a Copy" button on the PDF. Please be advised that if you are using a shared computer, you should save the PDF to a disk to protect your personal information. NOTE: To cancel an approved SF 182, update the SF 182 Status to "Withdraw," choose a withdrawal reason from the drop-down menu, and select the "Submit" button. To retrieve another SF 182 request, select the "Return to Search" button at the bottom of the page. Please do NOT press the "Back" button on your browser.

Section A - TRAINEE INFORMATION

GoArmyEd ID: 0232541 Davidson, Michael Education Level:
Last 4 SSN/EIN: -2541 Date of Birth: Career Program: CP 10/Civilian HR
Pay Plan: GS Series: 0501 Grade: 12 Step: 01 * Position Level: Executive
Position Title: FINANCIAL MANAGEMENT SPECIALIST Special Accommodation?: ☐
Type of Appointment: 2A Education Program: Vendor Courses (Other)
Funding Type: Career Program or Intern Funding Command/Career Program: CP 10/Civilian HR

Home Address and Phone

Address:
320 S Bend St
Parkton, NC 28371 Phone:
939/928-8547

Organization Mailing Address, Office Phone, Work Email

Address:
2175 Reilly Street
Stop A Work Email Address:
Davidson_Michael_232541@eau.com
Fort Bragg, NC Office Phone:

Section B - TRAINING COURSE DATA

School/Vendor Information

*School/Vendor: CTC Central Texas College [View IDP Courses](#)
254/526-1348

11. Scroll to the bottom of the page to the **Approval Actions** section to make an approval decision.

Approval Actions: Name / Location / Email / Phone [Training Application](#)

☐ Require Second Line Supervisor Approval? Date Status

Immediate Supervisor:
Katarina Idaho / Not Available / Idaho_Katarina_1893009@eau.com / 9209164128

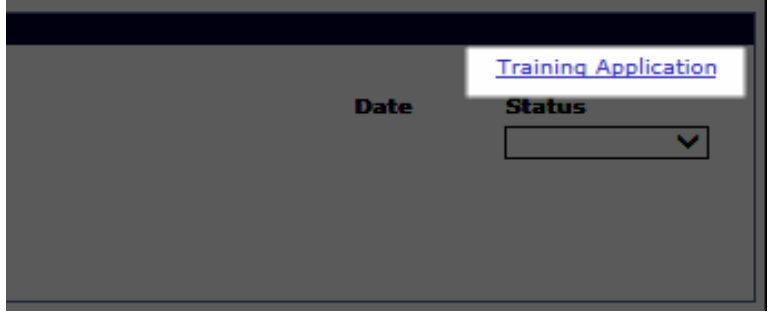
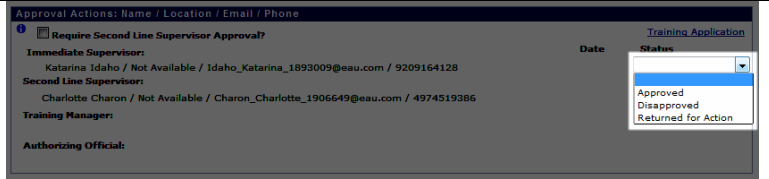
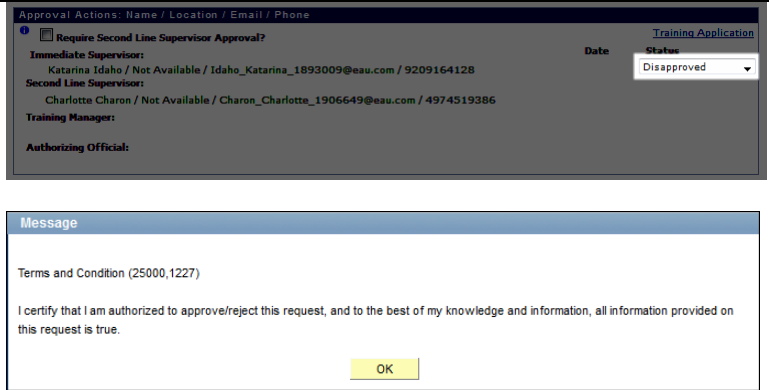
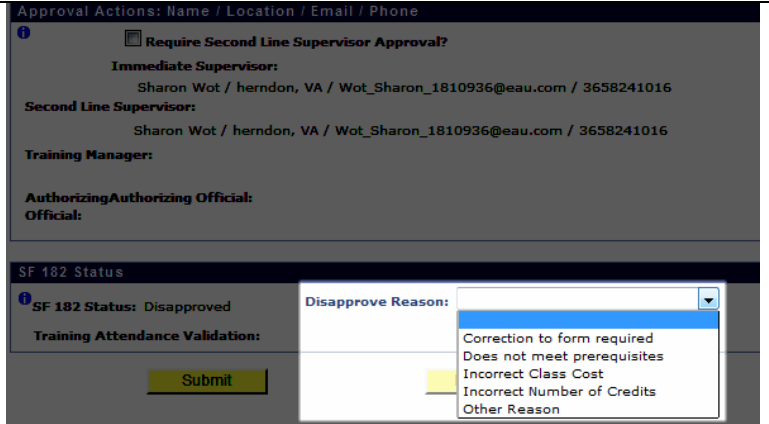
Second Line Supervisor:
Charlotte Charon / Not Available / Charon_Charlotte_1906649@eau.com / 4974519386

Training Manager:

Authorizing Official:

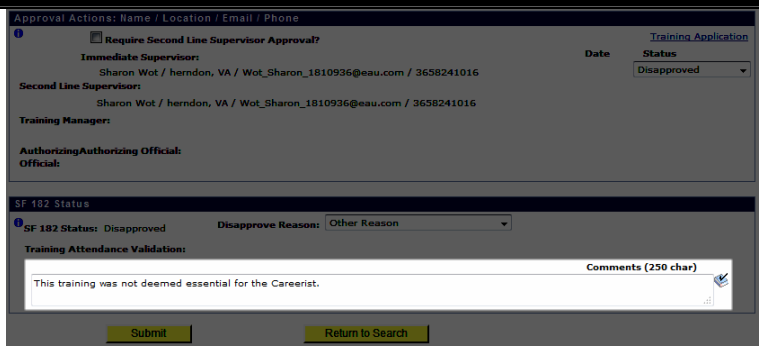

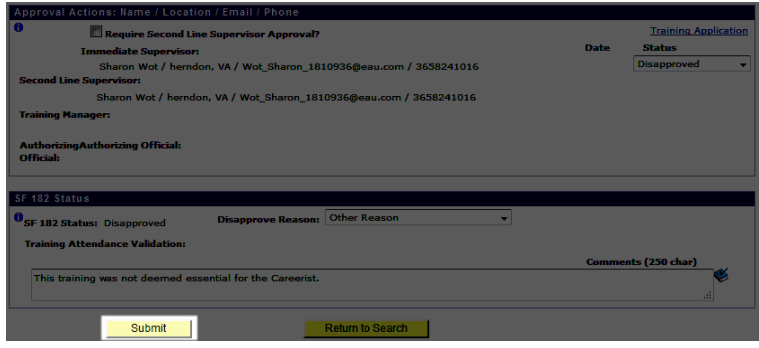
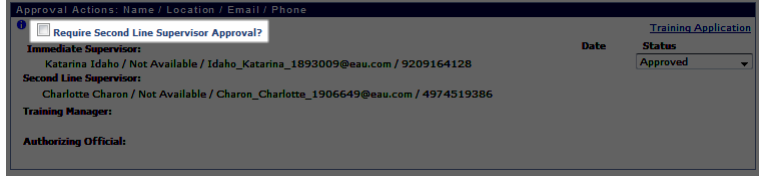




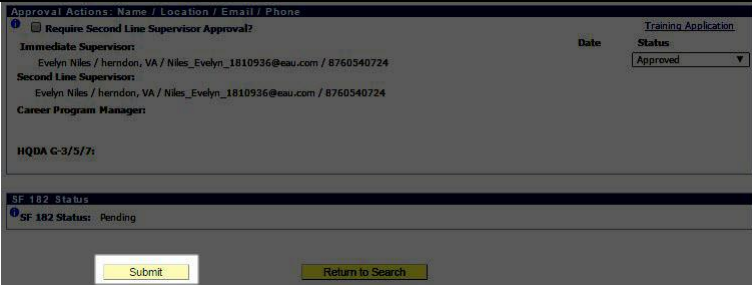
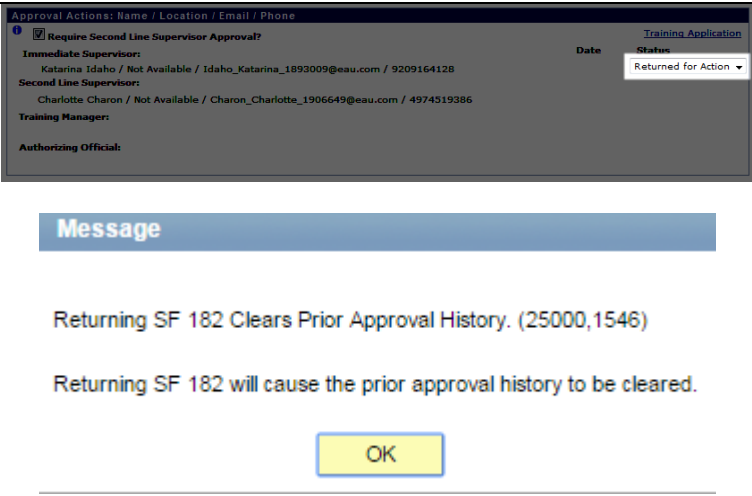
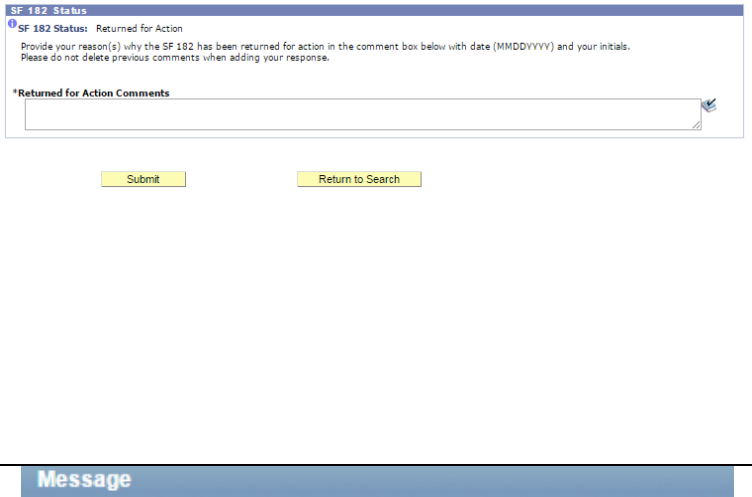
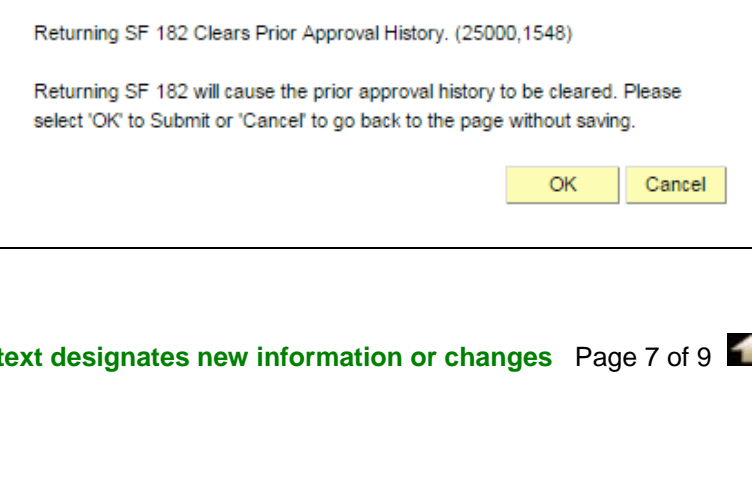
12.	Select the “Training Application” link if you would like to view a printable summary of the Training Application.	
13.	On the SF 182 select the “Status” drop-down menu and select “Approved” , “Disapproved” or “Returned for Action” .	
14.	If you submit a “Disapproved” decision, a pop-up message appears advising that you certify that you are authorized to approve or reject an Army Civilian employee’s request. Select “OK” button.	
15.	You are required to select your reason for disapproving the SF 182 from the “Disapprove Reason” drop-down menu. If “Other Reason” is selected a text box will display. Enter your reason for disapproving the SF 182.	





		
16.	<p>If you submit a <u>“Disapproved” decision</u>, an email notification will be sent to the Army Civilian <u>or DA Intern</u> notifying him or her of the decision.</p> <p>Select the “Submit” button.</p>	<p>If you submit a “Disapproved” decision, an email notification will be sent to the Army Civilian or DA Intern notifying him or her of the decision.</p> 
17.	<p>If you submit an “Approved” decision, the SF 182 will route to the next approver in the process.</p>	
18.	<p>As an Immediate Supervisor, you may specify whether a Second Line Supervisor approval is required by selecting the “Require Second Line Supervisor Approval?” checkbox prior to submitting your decision.</p> <p><u>Note: This checkbox will not be available for DA Intern SF 182s.</u></p>	



19.	Select the “Submit” button.	
20.	<p>To return the SF 182 back to the Army Civilian for further action, select “Returned for Action” from the “Status” drop-down menu.</p> <p>A pop-up message appears advising you that this action will cause prior approval history to be cleared.</p>	
21.	<p>You are required to provide your reasons for why you are returning the SF 182 for action in the “Returned for Action Comments” text box.</p> <p>Select the “Submit” button to return the SF 182 for action.</p> <p>An email notification will be sent to the Army Civilian notifying him or her that their action is required on the SF 182.</p>	
22.	<p>A second pop-up message appears alerting you this action will clear prior approval history.</p> <p>Select “OK” to submit or “Cancel” to go back to the page without saving.</p>	





23. Select the **“Close Window”** link in the upper right-hand corner of the page to return to your GoArmyEd Homepage.

OR

Select the **“Return to Search”** button to the right of the **“Submit”** button to return to the **SF 182 Management** page if you have additional SF 182s to review.

Home | GoArmyEd Assistance Center | Add to Favorites | **Close Window**

Approval Actions: Name / Location / Email / Phone

☐ Require Second Line Supervisor Approval?

Immediate Supervisor: Sharon Wot / herndon, VA / Wot_Sharon_1810936@eau.com / 3658241016

Second Line Supervisor: Sharon Wot / herndon, VA / Wot_Sharon_1810936@eau.com / 3658241016

Training Manager:

Authorizing/Authorizing Official:

Official:

SF 182 Status

SF 182 Status: Pending

Training Attendance Validation:

Submit **Return to Search**

24. If an Immediate Supervisor selected the **“Require Second Line Supervisor Approval”** box prior to submitting an approval decision on an SF 182, the Army Civilian’s Second Line Supervisor will receive an email notification that an approval action is required on an SF 182.

EMAIL

An email is sent to the **Second Line Supervisor** stating an SF 182 has been submitted for approval.

25. If a Second Line Supervisor Approval was not required, *or* if the Second Line Supervisor *approves* the SF 182, the request will route for approval to the Army Civilian’s Career Program Manager if it is ACTEDS-funded, or the Training Manager if it is Command-funded.

If the Second Line Supervisor, Career Program Manager, CPM, Training Manager, TMAO, AG1-CP, or HQDA G-3/5/7 disapproves the SF 182, all prior approvers and the Army Civilian will receive an email notification.

When the final approver in the workflow approves the SF 182, the Army Civilian will receive an approval notification and can then register for the course with the school or vendor.

	Command-Funded	ACTEDS-Funded (Army Civilians)	ACTEDS-Funded (DA Interns)
Immediate Supervisor	Required	Required	Required
Second Line Supervisor	Optional	Optional	N/A
Training Manager (TM)	Required	N/A	N/A
Career Program Manager (CPM)	N/A	Required	Required
TM with Authorizing Official Attribute (TMAO)	Required	N/A	N/A
CPM with Authorizing Official Attribute (CPMAO)	N/A	Required*	N/A
Office of the Assistant G-1 for Civilian Personnel (AG1-CP)	N/A	N/A	Required
HQDA G-3/5/7	N/A	N/A*	N/A

*If the funding Career Program does not have a CPMAO, the SF 182 will route to HQDA G-3/5/7 for final approval.

Note: If there are zero costs associated with the SF 182, the Career Program Manager will be the final approver for ACTEDS-Funded training, and the Training Manager will be the final approver for Command-Funded training.





26. Need more Assistance?


View additional instructional videos and related training documents by selecting the Question Mark icon located on the top of any GoArmyEd screen.



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